

**BLET ADVISORY GROUP
MEETING MINUTES
December 11, 2019
Cleveland Community College
Shelby, NC**

Jennifer Fisher called the meeting to order at 10:00 am and thanked everyone for attending the December 11, 2019, BLET Advisory Group meeting. Leann Supko conducted a formal roll call. A quorum was present. Jennifer Fisher then recognized guests in attendance and asked that they introduce themselves.

Members Present:

Rick Barney, Craven Community College
Kelly Blackwelder, Town of Elon Police Department
Joseph Cotton, North Carolina State Highway Patrol
Lee Bailey, Rockingham Police Department (Representing Billy Kelly)
Kenneth Klamar, Sunset Beach Police Department
Randy Shepherd, Guilford County Sheriff's Office
Sammy Turner, Brunswick County Sheriff's Office
Aaron Vassey, Cleveland Community College
Steve Warren, Western Piedmont Community College

Members Absent:

Jon Gregory, Wake Technical Community College
Richard Tullis, Asheville Police Department

Ex-Officio Members Present:

Brenda Rivera, North Carolina Department of Justice
Michelle Schilling, Criminal Justice Standards Division

Ex-Officio Members Absent:

Steven Combs, Criminal Justice Standards Division
Charminique Williams, Criminal Justice Standards Division
Autumn Hanna, Sheriff's Standards Division
Diane Konopka, Sheriff's Standards Division
Chris Scott, Sheriff's Standards Division

Staff Present:

Jennifer Fisher, North Carolina Justice Academy
Leann Supko, North Carolina Justice Academy
Laurie Austen, North Carolina Justice Academy
Dan Worley, North Carolina Justice Academy

Guests Present:

Daniel Harless, Rowan Cabarrus Community College
Lisa Linker, Rowan Cabarrus Community College
Steve Belk, Rowan Cabarrus Community College

OLD BUSINESS

- Approval of the October 11, 2019 meeting minutes
Members were afforded an opportunity to review the minutes from the October 11, 2019 meeting. Sammy Turner notified of a necessary correction under role call:
Autumn Hanna, ~~Criminal Justice~~ Sheriff's Standards Division
Sammy Turner made a **motion** to accept the minutes with the recommended correction. Rick Barney **seconded**. No further discussion. None opposed. **Motion carried**.
- Lesson Plan Revisions Updates
Jennifer Fisher updated the group on their lesson plan approvals voted upon at the last meeting.

Safety Rules

The Advisory Group previously suggested that safety rules are placed in the introduction of lesson plans with practical exercises. The Advisory Group intended to disregard the safety rules as testable material by placing them in the introduction of the lesson plans while also allowing students a copy of the safety rules. This method was voted on in seven blocks of instruction at the previous Advisory Group meeting. The seven blocks of instruction include Physical Fitness, SC/AT, Firearms, First Responder, Explosives and Hazardous Materials, Crowd Management, and Court Duties. The E&T Committee decided that safety rules are truly instructional notes. The E&T Committee requested that the safety rules be placed in the instructor notes of those lesson plans. The safety rules will be removed from the body of the lesson plans and placed in the instructor notes section of the academic checklist, effective January 1, 2020. Jennifer Fisher notified the Advisory Group this update deviates from what they voted on at the last meeting.

Legal Review

Due to legislative changes from the Raise the Age law, effective December 1, 2019, three lesson plans (Juvenile Laws & Procedures, Fingerprinting and Photographing an Arrestee, and Arrest, Search and Seizure/Constitutional Law) had additional changes. It was recommended by the Education and Training Committee to perform a legal review to ensure consistency between the lesson plans and new legislation. Jacquelyn Greene from UNC School of Government reviewed the impacted lesson plans. Mrs. Greene did have further recommendations that were implemented in the lesson plans. These changes are slightly different from what the Advisory Group voted on at the last meeting.

Laurie Austen further updated the Advisory Group, notifying them that the BLET curriculum would be ready to send out sometime this week as they were awaiting information to come back from the UNC School of Government. Ms. Austen offered an apology for the delay stating it is the NCJA's priority to ensure the curriculum is the most accurate it can be. Ms. Austen also praised and thanked Jennifer for such a quick revision.

In-Custody Transportation

Ameshia Cooper reviewed the practical exercise form for the In-Custody Transportation block of instruction. Mrs. Cooper recommended minor changes, which will be implemented on January 1, 2020. Due to this legal recommendation, there is a slight modification from what the group voted on at the last meeting.

NEW BUSINESS

➤ New Member Introductions

Jennifer Fisher introduced two new members of the BLET Advisory Group. Kenneth Klamar, Sunset Beach Police Department who replaces Len Condry's position and Joseph Cotton, North Carolina State Highway Patrol, who replaces Shane Manuel. Both were offered the opportunity to introduce themselves to the Advisory Group. Jennifer Fisher thanked them for their participation.

➤ BLET Job Task Analysis

Dan Worley and Laurie Austen presented the group with information regarding the Job Task Analysis.

Dan Worley is the manager of the Research and Development Team at the NCJA. His team is assigned the Job Task Analysis' BLET rewrite. Mr. Worley asked and encouraged the Advisory Group to be an integral part of the BLET rewrite and has offered to send updates every step of the way. Mr. Worley asked the Advisory Group to look at the current BLET curriculum with fresh eyes and offer help, input, and guidance throughout this process. Mr. Worley stated that all subject matter experts are also involved in the rewrite process. Mr. Worley gave the Advisory Group his contact information and business card asking them to reach out with any input, questions, or concerns.

Laurie Austen stated she was a part of the last Job Task Analysis, which was in 2008. Ms. Austen further clarified that it is expected to have the BLET rewrite completed within a two-year period. There will be a full-time position at the NCJA dedicated to the Job Task Analysis rewrite. Ms. Austen also stated that the BLET rewrite requires the help of the Advisory Group and that she is looking forward to a collaborative effort.

Michelle Schilling stated that during the School Directors Conference in August 2020 there will be an opportunity for Mr. Worley and his team to present an update on the BLET revision to all in attendance. This would keep everyone in the loop and garner more information and feedback from the school directors.

Jennifer Fisher asked all Advisory Group members to participate in the process. Mrs. Fisher stated this is the time to express concerns, recommendations, and interests in topics for curriculum updates. Mrs. Fisher strongly encouraged all Advisory Group members to work, develop, research, and participate in this rewrite.

➤ Course Revision Titling

Jennifer Fisher informed the group that the E&T Committee had concerns over how revisions are documented in the academic checklists. Mrs. Fisher stated that her name is listed as the reviser several times throughout curriculum though she is not the subject matter expert. She went on to explain that her revisions are typically typographical, legislative, or formatting changes and that any content changes are sent to the subject matter expert for review. She asked the Advisory Group to consider recommendations upon how to title revisions in the curriculum for legal purposes. After a lengthy discussion, it was suggested by Laurie Austen to present this concern to the Instructor Training Advisory Group to set the standard by which all curriculum/commission courses will follow. If the Instructor Training Advisory Group makes a recommendation, it will go before legal staff for approval. Rick Barney made a **motion** to approach Instructor Training with a concern for the legal approval of the documentation of revisions in curriculum. Sammy Turner **seconded**. None opposed. **Motion carried.**

OTHER BUSINESS

➤ Division Reports

Criminal Justice Training and Standards Division Report

○ Job Task Analysis

Michelle Schilling stated that the Job Task Analysis (JTA) has a working group of police chiefs and sheriffs from various agencies in North Carolina. Vendors brought forth over 450 entry-level job tasks deemed important to law enforcement. The group went through all tasks to determine those specific to the needs of North Carolina law enforcement. Approximately 200 were removed leaving over 250 tasks that police chiefs and sheriffs felt entry-level law enforcement officers should be able to perform. That information was placed into a survey that was sent out to agency heads, first line supervisors, and entry-level officers (clarified as those with 1-5 years post BLET experience). More than 9,800 surveys were sent out and approximately 2,400 were received. The goal was to provide the NCJA with enough data for the rewrite.

It was reported that officers are asking for more practical applications, scenario based training, and more critical thinking/problem solving based training. The vendor presented results on December 4, 2019 to the BLET JTA working group, which was also provided to the Justice Academy. Furthermore, Michelle Schilling hopes to have substantive comments from the surveys for the NCJA within a week.

○ Budget/Testing

Ms. Schilling stated that the budget has not yet been signed and they are currently down three (3) field representative positions. The BLET testing exam calendar

has been packed. She expressed appreciation for the flexibility of the school directors to accommodate the current field representative resources. She asked for continued patience as they try to get all needs met for the students.

- General Instructor Data

Ms. Schilling stated the General Instructor updates for 2019 are manually entered into the system, with close to 9,000 instructors in the state. The overall goal is to present a list by first week in January of those instructors who have not yet completed the online one (1) hour 2019 General Instructor update.

- Probationary General Instructor Certificates

Michelle Schilling notified the Advisory Group there has been a rule change, approved by the E&T Committee, regarding probationary General Instructor Certificates. Probationary instructors may submit completed F12A and F16 forms to receive full General Instructor Certificates once they complete their required teaching hours. This offers a smoother transition from probationary to full General Instructor Certificates.

Sheriff's Standards

No report at this time.

Legal Counsel

No report at this time.

NCJA

- BLET Advisory Group Meeting Dates

Jennifer Fisher reviewed the Advisory Group meeting dates for the 2020 calendar year.

Mrs. Fisher proposed a final meeting date on December 11, 2020. Michelle Schilling offered to host at CJ Training and Standards Division. The 2020 meeting dates are as follows:

- March 13, 2020 hosted by Jon Gregory at Wake Technical Community College
- June 12, 2020 hosted by Sammy Turner at Brunswick County Sheriff's Office Training Center
- September 11, 2020 hosted by Jennifer Fisher at NCJA West Campus-Edneyville
- December 11, 2020 hosted by Michelle Schilling at CJ Training and Standards

Mrs. Fisher opened the floor for questions, comments, concerns, or discussion. Mrs. Fisher also requested feedback from the visitors in attendance. No discussions ensued.

ADJOURNMENT

Sammy Turner made a **motion** to adjourn the meeting. Randy Shepherd **seconded**.
None opposed. **Motion carried**. Meeting adjourned at 11:30 am.

Respectfully submitted,
Leann Supko
Program Assistant
North Carolina Justice Academy

Date
January 7, 2020